

MAJOR AWARDS

31 AUGUST 1977

☐ UNCLASSIFIED ☒ INTERNAL ☐ CONFIDENTIAL ☒ SECRET
Approved For Release 2000/06/01 : CIA-RDP80-00706A000200100001-3

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

EXTENSION

NO.

2086

DATE

25 August 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. F. W. M. Janney
5E 58 Headquarters

Attached is your AGENDA for the Suggestion and Achievement Awards Committee Meeting on Wednesday, 31 August 1977 at 0930 in 5E 62 Headquarters.

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SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE MEETING

Wednesday, 31 August 1977

0930

5E 62, Headquarters

A T T E N D A N C E L I S T

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CHAIRMAN

F. W. M. Janney

SECURITY ADVISOR

MEMBERS

Recorder

A G E N D A

1. Call to order
2. Minutes of last meeting (TAB 1)
3. Executive Secretary's Report
4. Comments by Chairman
5. Discussion by Members
6. Vote on the following cases (TAB 2):

<u>TAB</u>	<u>NO.</u>	<u>SUBJECT</u>
*	72-154	Increased Coverage
*	SA-89	Special Achievement Award Nomination - DD/S&T/OD&E

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<u>TAB</u>	<u>NO.</u>	<u>SUBJECT</u>
A	74-25	Destruction of Sensitive Government Hardware
B	75-27	Monitoring Security Alarms in Federal Buildings
C	77-249	Incoming Pouch Material
D	77-330	Processing and Preparation of Salary Payment
E	SA-81	Special Achievement Award Nomination - DDI/OCI
F	SA-86	Special Achievement Award Nomination - DDA/OP
G	SA-88	Special Achievement Award Nomination - DDA/OTR [REDACTED]

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7. Adjournment

*CODEWORD cases to be distributed at the Committee Meeting.

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SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE

MINUTES

10 June 1977

On Friday, 10 June 1977 at 1000, Mr. F. W. M. Janney, Chairman, chaired the regular meeting of the Suggestion and Achievement Awards Committee in 5E 62, Headquarters. The following were present:

MEMBERS



Office of the Director
Directorate of Intelligence
Directorate of Operations
Directorate of Science and
Technology

Office of Security

Suggestion No. 75-201

Executive Secretary
Recorder

(Because [REDACTED], Directorate of Administration Committee Member, found he had to make a TDY trip 10 June 1977, he reviewed all cases listed on the agenda on 9 June. [REDACTED] then left a note for the Committee's Staff indicating concurrence with the recommendation made in each case summary.)

MINUTES

The minutes of the 21 March 1977 Meeting were approved as written.

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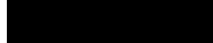

EXEC.
SEC.
REPORT

Since the 21 March 1977 Meeting, 143 suggestions have been received; 126 or 88% were eligible and 17 ineligible. The Committee's Staff closed 84 cases. One Exceptional Accomplishment and two Special Achievement Award nominations were received since the last meeting.

Some 19 Agency officers concerned with incentive systems attended an all-day "Workshop in Creativity" sponsored by the U. S. Civil Service Commission and the National Capital Chapter, National Association of Suggestion Systems on Tuesday, 7 June 1977. The workshop was conducted by Professor Robert F. Schwarz of Purdue University.

COMMITTEE
ACTION

The Committee took the following action on the cases listed below:

<u>NO.</u>	<u>SUBJECT</u>	<u>ACTION</u>
75-201	Shifting Platen for Mann 1740 Stereocomparator	\$1,200 award based on annual savings of \$15,655 (\$820), plus EXCEPTIONAL/LIMITED (\$380).
73-50 and 74-387	Microfilm System in OC	\$660 award, equally shared, based on additional annual savings of \$10,219.
SA-82	Tunnel Design Competition	\$750 total award, 25X1A shared as follows: \$600 -  \$100 -  \$ 50 - 
EA-76	Exceptional Accomplishment Award - OWI	Recommended \$4,000 Exceptional Accomplishment Award (EXCEPTIONAL/GENERAL).

ADJOURNMENT

The meeting was adjourned at 1010.

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Executive Secretary

Suggestion and Achievement Awards Committee

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C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$900 award based on annual savings of \$12,600 (\$728), plus HIGH/LIMITED intangible benefits (\$172).

D. Decision of the Committee

<u>✓</u>	Approved	<u>\$900</u>	Award
<u> </u>	Disapproved	<u>8/31/77</u>	Date

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

STATINTL

SUGGESTION NO. 75-27: dated 12 July 1974
[REDACTED], GS-12
Security Officer
Directorate of Administration/OS

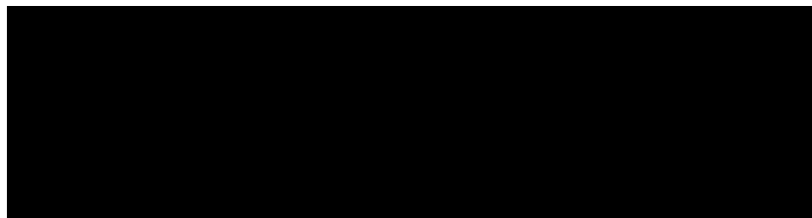
A. Summary

Chairman, Suggestion and Achievement Awards Committee approved a \$300 interim award on 29 June 1976, summary attached. Additional review was suspended for one (1) year to determine added savings and benefits resulting from the remaining installations.

B. Current Evaluation

1. In July 1976, OS commented that an additional five Agency facilities have procured their security alarm systems and are having them monitored by GSA/FPO's or Agency-controlled guards at a savings of approximately \$900 per system per year or a total of \$4,500.

2. The five additional facilities that have Agency-owned systems monitored "in-house" are:



STATINTL

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$370 additional Award computed as follows:

\$4,500 savings thru 6/29/76
\$4,500 savings thru 7/18/77
\$9,000 First year savings

\$620 Award

\$300 Award paid 6/76
\$320 Award due

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Plus MODERATE/EXTENDED intangible benefits (\$75-\$25 received 6/29/76 = \$50 Award due). *

D. Decision of the Committee

<u>✓</u>	Approved	<u>\$370</u>	Award
	Disapproved	<u>8/31/77</u>	Date

Att

*\$370 additional award based upon: added net savings (for award purposes) of \$3,200 (\$320) plus MODERATE/EXTENDED intangible benefits of \$50.

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<u>DDO AREA DIVISION</u>	<u>GRADE OF INDIV. INVOLVED</u>	<u>AVG. HOURS PER WEEK</u>	<u>AVG. HOURS ANNUALLY</u>
LA	GS-06	1/2	26
NE	GS-05	1/2	26
AF	GS-08	1-1/2	78
EA	GS-06/07	2	104
EUR	GS-07	8	416

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

25X1A

SUGGESTION NO. 77-330: dated 10 March 1977

GS-11

., GS-05

Secretary

Directorate of Administration/
OF

A. Summary of Suggestion

1. Background

OF/Compensation Division/Special Payroll Branch (SPB) typed banking information on IBM cards for keypunching. The cards were filed numerically by employee number within Payroll. The Four Week and Monthly Pay Systems produced counter checks which reflected: Payroll name (pseudo or crypt), counter check number, amount and employee number. Upon receipt, these cards were sorted with banking instructions remaining in employee number order by "roll" (payroll) number. Cards were then sorted according to the type of payment (approximately 21 types) and the instructions were typed on a variety of different request forms based on the type of payment. Counter checks, banking instructions and request forms were validated by SPB supervisors for accuracy. Bank Instruction forms were returned to employee number order by "roll."

2. Suggestion

Use the Savin 900 Word Master Console to process all payments. Type banking instructions on cassettes in employee number order, within type of payment within "roll." Assign a two-digit code to indicate the type of payment and print the code on the Counter Checks. Thus, Counter Checks would be received in employee number order by type of payment

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within "roll". Upon receipt of Counter Checks, banking instructions would be automatically typed on the appropriate request form by the Savin. The SPB supervisor would check the request form and counter check for accuracy of the amount and the type of payment only.

B. Evaluation

1. OF adopted the suggestion in February 1977. The Savin equipment has other applications in OF and is rented. OF estimates annual savings of approximately \$4,100 as a result of reduced processing time. This computation was reached as follows:

<u>Position</u>	<u>Grade</u>	<u>Days Saved</u>		<u>Hours Saved</u> <u>Annually</u>	<u>Hourly</u> <u>Rate</u>	<u>Annual</u> <u>Savings</u>
		<u>Monthly</u>	<u>Annually</u>			
Secretary	GS-05	5	60	480	\$4.47	\$2,146
Supervisor	GS-09	3	36	288	\$6.77	\$1,950

2. Formerly, banking instructions were typed on Key punch cards for all EOD's or bank changes. These cards, approximately 20 per month, would then be taken to Key punch for punching. All the cards were processed in a collater once a month, making it necessary to retype all the cards (approximately 1,000) and have them punched approximately each 10 months. Under the current system Key punch cards are not used. Savings are projected as follows:

Typing of cards (GS-05)-1 week per year = \$180.00

Audit of cards (GS-09)-2 Days per year = \$100.00

Total-\$280

3. Paper savings-

Retyping of 40 payment request forms a month (3 or 4 paged carbon forms) to correct errors. The new system prevents such errors from occurring.

40 forms X 12 months = 480 forms a year or \$220 savings

Total tangible savings-\$4,600

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4. Intangible benefits-

The Savin has eliminated mundane tasks by the secretary and those who had to proofread the cards. The entire operation is more efficient and accurate and the quality of the end product has been greatly improved. OF rated intangible benefits EXCEPTIONAL/LIMITED.

C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$700 Award, equally shared based on annual savings of \$4,600 (\$460), plus EXCEPTIONAL/LIMITED (\$240) intangible benefits.

D. Decision of the Committee

<u>✓</u>	Approved	<u>\$ 700</u>	Award
<u></u>	Disapproved	<u>8/31/77</u>	Date

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

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SA NO. 86: Nomination Date: 26 May 1977
[REDACTED] GS-07
Insurance Assistant
Directorate of Administration/OP

A. Summary

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The attached nomination recommends [REDACTED]
for a \$400 Special Achievement Award. The Honor and
Merit Awards Board approved the Certificate of Merit
on 1 August 1977.

B. Recommendation of the Executive Secretary

\$500 Special Achievement Award (EXCEPTIONAL/
EXTENDED). Believe the award change is justified since
the EXCEPTIONAL/EXTENDED range is \$400-\$1,000. Since
the employee is making it possible to avoid hiring an
additional employee (whether or not the additional
person will be hired), believe the additional award is
warranted.

C. Decision of the Committee

<u>✓</u>	Approved	<u>\$500</u>	Award
	Disapproved	<u>8/31/77</u>	Date

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Recommendation for
Certificate of Merit
and
Special Achievement Award

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Since 1962, [REDACTED] primary duty in the Insurance Branch has been the receiving and processing of health insurance registrations, changes, and cancellations in health insurance plans available to Agency employees through the Federal Employees Health Benefits Program. This work requires organization, accuracy, attention to detail; and involves coordination with representatives of the Offices of Finance, Security, Data Processing, the Central Cover Staff, and various insurance carriers.

During the annual open season when employees are permitted to register or make changes, her work load becomes quite heavy. In spite of this, [REDACTED] has been able to meet all deadlines while maintaining a remarkable degree of accuracy. It is noteworthy that during 1975, approximately 1,700 requests to register, change, or cancel were processed by [REDACTED] without a single error.

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[REDACTED] also reviews computer produced reports on a monthly basis to verify that requested actions affecting an employee's health coverage have been accurately processed by other Agency offices. In addition, Mrs. [REDACTED] is responsible for preparing and forwarding Association Benefit Plan premium payments of over \$7,000,000 a year to the U. S. Civil Service Commission and to the underwriter. She also coordinates retirement actions with the underwriter and maintains records that are used as a source of valuable statistical data.

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[REDACTED] wealth of experience and extensive technical knowledge, acquired over many years, enables her to react to unusual situations and problems with speed, excellent judgement, and self confidence. During 1976, a management decision was made which affects the health benefits enrollment of Agency employees [REDACTED]

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Working out the procedures necessary

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to implement this change was difficult, but with Mrs. [REDACTED] invaluable assistance the problems were minimized. Her exceptional "know how" permits her to accomplish a much greater volume of work than would normally be expected of a GS-07 employee given similar duties. The Insurance Branch would need two persons to do the work now being accomplished by [REDACTED] My estimate, as a result of careful analysis, is that her high level of performance and extraordinary capabilities are avoiding the need for an additional employee at the GS-05 level (at least \$9,300 annually). While we cannot prove a direct cost savings according to the Tangible Awards Scale because we have not yet had to hire an additional person to our manning level, I do think the value of her contributions to the Agency rate EXCEPTIONAL-EXTENDED on the Intangible Benefits Guide and recommend an award of \$400.

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It is through the efforts of outstanding employees such as [REDACTED] that the Branch is able to provide timely support to Agency employees. She has consistently performed her duties in an extraordinary manner and has earned outstanding performance ratings since 1971. Her sustained high level of performance clearly exceeds the requirements of her job and it is strongly recommended that her obvious dedication to duty and valuable contribution be recognized by awarding her the Certificate of Merit and a Special Achievement Award.

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SA NO. 88: Nomination Date: 11 July 1977

[REDACTED], WG-10
Auto Mechanic/Welder
Directorate of Administration/
OTR/[REDACTED]

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A. Summary

The attached nomination recommends [REDACTED]
[REDACTED] for a Special Achievement Award of \$575.

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B. Additional Information

1. Office of Logistics officials commented that a more realistic cost avoidance or tangible savings figure would be based on the fact that another car transport trailer did not have to be purchased immediately. Although the trailer currently in use is practically worn out and [REDACTED] has authorization to buy another used one, the old trailer has been used approximately six months after modification.

2. OL estimates that a used trailer to fit the new tractor will cost approximately twice as much as the one now in use which was purchased for \$2,168 in 1974. Therefore, if the modified trailer is used for another six months, the net monetary benefits for the full year would be approximately \$4,336. No intangible benefits appear to have been realized according to OL.

C. Recommendation of Executive Secretary

\$435 Special Achievement Award based on a cost avoidance of \$4,336 (Tangible Awards Scale).

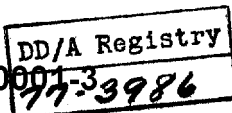
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D. Decision of the Committee

✓ Approved \$ 435 Award
 Disapproved 8/31/77 Date

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SA-88

OTR 77-7499

11 JUL 1977

MEMORANDUM FOR: Chairman, Suggestion and Achievement
Awards Committee

VIA: Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Training

SUBJECT: Recommendation for Special Achievement
Award - [REDACTED] (C)

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1. (C) This memorandum recommends [REDACTED]
[REDACTED] for a Special Achievement Award. [REDACTED]
a WG-10 auto mechanic/welder assigned to the Public Works
Section, [REDACTED] A biographic
profile and a copy of his last fitness report are attached.

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2. (C) In the spring of this year, the [REDACTED] purchased
a tandem-axle roadway tractor to be used in the pickup and
delivery of surplus automobiles used in the [REDACTED]

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[REDACTED] Initial purchase
cost of the tractor through the General Services Administra-
tion (GSA) was \$32,000. Upon delivery, it was determined
that the new tractor was unable to pull the car-carrier
trailer because the fifth wheel on the tractor was situated
too far forward to permit the necessary turn ratio for
practical use. In checking with GSA, it was determined that
the positioning of the fifth wheel on the tractor was
standard.

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3. (C) [REDACTED] on his own initiative, designed
and performed actual work to modify the car carrier to fit
the fifth wheel on the tractor. The modifications proposed
and implemented by [REDACTED] permit the use of the tractor
for the purpose for which it was purchased. Without his
initiative and innovation, the [REDACTED] would have had to continue
to utilize the current single-axle tractor for pulling the
car-carrier trailer. Such use of this single-axle tractor

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SUBJECT: Recommendation for Special Achievement Award -
[REDACTED] (C)

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in the past has overloaded the vehicle causing the engine to be replaced and shortening the useful life of the vehicle. It is estimated that the single-axle tractor would have lasted approximately 2 more years, if it continued to pull the car carrier. The [REDACTED] can now use the single-axle tractor for the purposes for which it was designed, and it is estimated it will last another 6 years. [REDACTED] modifications have therefore added 4 years to the life of the single-axle tractor which, when eventually replaced, will require an expenditure of approximately \$30,000.

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4. (C) [REDACTED] performance in developing and implementing modifications to the car carrier is clearly above that expected of him in his daily duties as an auto mechanic/welder. His efforts will allow the [REDACTED] to defer an expenditure of \$30,000 for 4 years resulting in a tangible savings of \$7,500 per year for 4 years. It is therefore recommended that he be awarded a Special Achievement Award in the amount of \$575.

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[REDACTED]
Harry E. Fitzwater

Attachments:

- 1 - Bio Profile
- 2 - Fitness Report

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CONCUR: [REDACTED]

Administration

DATE: 13 July 77

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